

CASE INITIATION DELINQUENCY PROCEEDINGS

From any screen, type **CSI** (Case Initiation) at the **Next** line and press **<ENTER>**.

MITTSJ37 UCC3DPK Rel Jan03 Calhoun-JISP13DB01:P13PCSD06 6/13/03

Next: Case: Court: E 37 13

ADP...ention Me

MAIN MENU

The **Case Initiation** screen will be returned

Case Initiation Screen

MITTSJ37 UCIJPK Rel Jan03 Calhoun-JISP13DB01:P13PCSD06 6/02/03

Court: E 37 13 FAMILY DIVISION-37TH CIRCUIT

Juv File Or Case #: 2003

Type: CTN Nbr:

Juv Case Year: if Different than Current Year

Ticket:

PLEASE NOTE: This field should **only** be used if the case (petition) year is different than current year.

F3=Exit F10=Name F13=Cmnds F16=Calc

File Edit View Communication Actions Window Help

Start [902 - Session successfully started] \\SCAO\1N65QL5 on Ne03: 9:24 AM

MITTSJ37 UCIJPK Rel Jan03 Calhoun-JISP13DB01:P13PCSD06 6/17/03

Case Initiation

Court: E 37 13 FAMILY DIVISION-37TH CIRCUIT

Case: 2003 0000000535 CTN Nbr:

Type: DL

Ticket:

EXAMPLE

Once you enter the Juvenile's file year, number and case type, press **<ENTER>**. The **Edit Criminal/Juvenile Case** screen will be returned for processing

Field Definitions for Edit Criminal/Juvenile Case Screen

Jurist	Judge assigned the case.
Filed Date	Date the court received the petition (defaults to today's date).
Prosecutor	P-number of the prosecutor assigned to handle the petition. <F4> prompt for options.
Incarceration Date	Date the individual was incarcerated (usually for district/circuit courts).
Complaint Date	Date of the complaint.
Location	Place where the offense occurred. <F4> prompt for options.
Arraignment Date	Date the arraignment took place (usually for district/circuit courts), unless it is a DJ case).
Preliminary Date	Date the preliminary exam (adult cases) or preliminary hearing (juvenile cases) took place.
Habitual	Determined by prosecutor to enhance sentencing.
Caseload Omit	Omits the case from being counted on quarterly caseload reports.
Lower Court	Identifies the lower court that initially handled the case (usually district court in adult cases).
X-Reference	Field can be used for a ticket number, FIA case number, or any other number that may assist in cross referencing the petition.
Public	Field to determine if case may be viewed by public or personnel not having authority to Non-Public cases. System defaults to "P". and valid options are P (PUBLIC), S (SUPPRESSED) E (EXPUNGED).
Microfilm No.	Microfilm number.
Prison Case	Field is used only if the case was initiated as the result of a crime committed in prison.
Vehicle Info.	Include this information if the petition involves a paper plate offense.
Officer/Agency	The officer and/or police agency that filed the complaint. <F4>prompt for options.

Data Entry for Edit Criminal/Juvenile Case

MITTSJ37 UCH5E1K Rel Jan03 SDB06
Edit Criminal/Juvenile 4/13/03

Case: 2003 0300053501 DL 0 RANDY RODMAN
Jurist: J 27878 REED, GARY K., Filed Date: 4/01/2003
Disposed: Reopened: Closed: CTN: 130045287101

Prosecutor: _____
Police Incident Nbr: 1254-03 Incarceration Date: _____
Complaint/Issue Date: 3/31/2003 Location: 3 Battle Creek
Arraignment Date: _____ Preliminary Date: _____
Habitual: _____ Caseload Omit: N
Lower Court: _____ X-Reference: _____
Public: P
Microfilm No: _____ Prison Case: N Jury Demand: _____

Vehicle Information:
Type: _____ Yr/VPN: _____ VIN: _____ Make: _____

Officer/Agency: MSP MSP Michigan State Police
Officer/Agency: _____

F3=Exit F10=Name F13=Cmnds F16=Calc F11=Transfer Nbr/Typ

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Please note: The case (petition) number has been automatically created based on the juvenile's file number.

Enter all pertinent information, such as jurist, case filed date (required field), police incident number, CTN number, etc.

If you are unsure of a code for a certain field, you may <F4> prompt for your selections.

When you have completed the entry of the case (petition) information, press <ENTER> and the **Select Juvenile** screen will be returned.

Select JUVENILE Screen

MITTSJ37 UCMMDFK

Select JUVENILE

Type options, press Enter.
1=Select 2=Change 5=Display C=Cases

Name: _____

Name	Gender	DOB	SSN
A,D,		8/04/1978	
A,E,		9/24/1978	
A,M,		6/01/1979	
AAA ABSOLUTE BONDING,,			
AAA,,			
AABERG,FRED,			
AABERG,FRED,			
AAGAARD,OTTO,MUNK			

F3=Exit F6=Create

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\\SCAO\1N65QL5 on Ne03:

start No... A B C South Qu... Ad... 3:33 PM

Check to make sure that the name is not currently on the name index by entering LASTNAME,FIRSTINITIAL and pressing <ENTER>.

MITTSJ37 UCMMDFK

Select JUVENILE

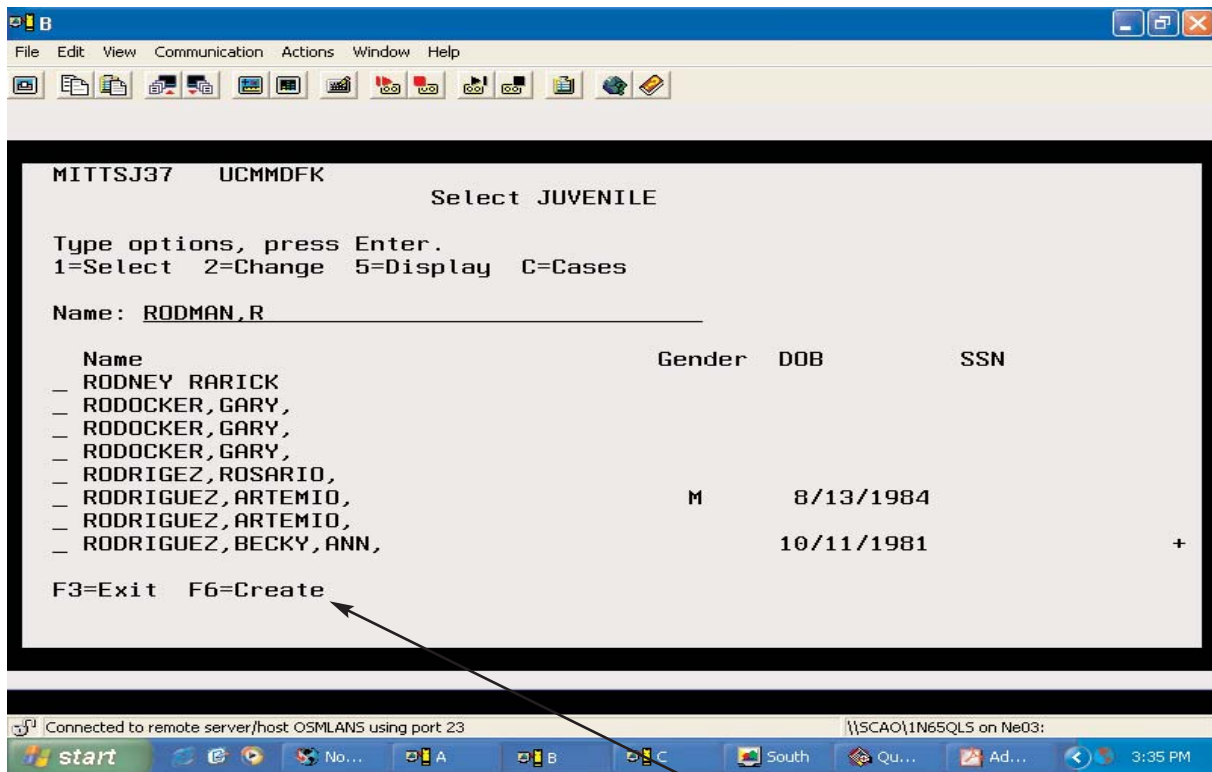
Type options, press Enter.
1=Select 2=Change 5=Display C=Cases

Name: RODMAN,R

Name	Gender	DOB	SSN
RODNEY RARICK			
RODOCKER,GARY,			
RODOCKER,GARY,			
CKER,GARY,			

The name is not on the name index

Select JUVENILE Screen, continued



Since the name is not on the name index, do an **<F6>** to create.

You will then be taken to the **Edit Name** screen

Field Definitions for Edit Name Screen

B

File Edit View Communication Actions Window Help

MITTSJ37 UCC6E1K Rel Jan03 Calhoun-JISP13DB01:P13PCSD806
Edit Name 6/13/03

Name: RODMAN,R Adoption Name: N
Company: N

Gender: U Race: ____
SSN: _____
Date of Birth: _____ Date of Death: _____

DLN: _____ St: ____

Address: _____

City: _____ St: ____ Zip: _____
Phone: _____ Ext: ____
Fax: _____

SID#: _____ NCIC#: _____

F3=Exit F10=Name F13=Cmnds F16=Calc

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start No... A B C South Qu... Ad... 3:36 PM

Name	Name of the person you are entering, LASTNAME,FIRSTNAME, MIDDLENAME.
Adoption Name	Applies to adoption cases only.
Company	Mark "Y" if this is a company and do not put commas for the name, i.e. SMITH INSURANCE COMPANY.
Gender	Gender of the person. <F4>prompt for options.
Race	The race of the person, if known. <F4> prompt for options.
SSN	Social Security Number for the individual.
Date of Birth	Enter MMDDCCYY date format. Do not use commas or slashes.
Date of Death	Enter MMDDCCYY date format. Do not use commas or slashes.
DLN	Drivers License Number
Address	Mailing address
City	City of residence
State	State of residence
Zip	Postal code for this address
Phone	Area code and number. Do not use commas or slashes.
Ext	Extension, if applicable
Fax	Area code and number. Do not use commas or slashes.
SID	State identification number assigned for fingerprints.
NCIC	Federal identification number.

Data Entry for Edit Name

Enter all known information and press <ENTER>

MITTSJ37 UCC6E1K Rel Jan03 Calhoun-JISP13DB01:P13PCSD06
Edit Name 6/13/03

Name: RODMAN, RANDY, WAYNE Adoption Name: N
Company: N

Gender: M Race: WA
SSN: _____
Date of Birth: 05231989 Date of Death: _____

DLN: _____ St: _____
Address: 1492 N. ALTA VISTA DR.
City: BATTLE CREEK St: MI Zip: 48888
Phone: 2699695555 Ext: _____
Fax: _____

SID#: _____ NCICH: _____

REMEMBER
It is important to enter as much information as possible to avoid duplication of names.

F3=Exit F10=Name F13=Cmnds F16=Calc

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The **Select JUVENILE** screen will again be displayed.

MITTSJ37 UCMMDFK Select JUVENILE

Type options, press Enter.
1=Select 2=Change 5=Display C=Cases

Name: RODMAN, RANDY, WAYNE

Name	Gender	DOB	SSN
<input checked="" type="checkbox"/> RODMAN, RANDY, WAYNE	M	5/23/1989	
<input type="checkbox"/> RODNEY RARICK			
<input type="checkbox"/> RODOCKER, GARY,			
<input type="checkbox"/> RODOCKER, GARY,			
<input type="checkbox"/> RODOCKER, GARY,			

3:38 PM

Select Juvenile, continued

Select the juvenile by placing a "1" next to his name.

MITTSJ37 UCMMDFK

Select JUVENILE

Type options, press Enter.
1=Select 2=Change 5=Display C=Cases

Name: RODMAN, RANDY, WAYNE

Name	Gender	DOB	SSN
1 RODMAN, RANDY, WAYNE	M	5/23/1989	
RODNEY RARICK			
RODOCKER, GARY,			
RODOCKER, GARY,			
RODOCKER, GARY,			

Press **<ENTER>** and the **Edit Party** screen will be returned.

Field Definitions for Edit Party Screen

Name Nbr	A unique number identifier associated to that party's name assigned by the system. <F4> prompt on this field will allow you to select or create a name.
Filed Date	Date this party is being added to this case.
Party	Type of party (i.e. Juvenile (JUV), Natural Father, NF, etc.) and the number of that party (i.e. the first juvenile added=1, the second juvenile added=2). <F4> to allow the system to assigned the appropriate number
Offense Date	Date the offense was committed.
Party Cat	Not a valid field for DL, DJ, NA, TL or PJ case types.
Public	Field to determine if the party may be viewed by the public or personnel not having authority to Non-Public cases. <F4> prompt for options.
Family	"Y" at this field will include this party at the minor's family file. This allows the user to enter a name only one time. The system will add the name to all subsequent petitions that are filed for the juvenile.
Service Type	Court designated, formal, informal, permanent, or prosecutor designated are valid options. <F4> prompt for options.
Authorization Date	The date the petition was authorized by the Judge or Referee.
Authorizing Jurist	The Judge or Referee number who authorized the petition. <F4>prompt for options.
Petitioner	The agency, officer or individual who signed the petition requesting the Court to take jurisdiction. <F4>prompt for options

Field Definitions for Edit Party, continued

MITTSJ37 UCIE1K Rel Jan03 Calhoun-JISP13DB01:P13PCSD06
Edit Party 6/13/03

Crt: F 37 13
Case: 2003 0300053501 DL Open
REED Attorneys:
Filed: 4/01/2003 Disposed: Reopened: Closed:

Name Nbr: 3295234 RODMAN, RANDY, WAYNE Filed Date: 4/01/2003
Party: JUV 1 JUVENILE Offense Date: Party Cat:
Public: P Family: Y Service Type:
Auth Date: Auth Jurist: Petitioner:
Curr: Address Code: 3345563
St: MI Zip: 48888
der: M DOB: 5/23/1989 Age:
St:

SSN: DLN:

Association Type: Attny: Appt/Ret: Notices: Y
Cmt: OR Mult Alt Names:
Alt Type: Name:

F3=Exit F10=Name F13=Cmnds F23=Cancel Init

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Association Type	Valid options are Guardian ad Litem (GA), Lawyer Guardian Ad litem (LG), Surety (SU), Other (OT), Parents (PA), Conservator (CO). <F4> prompt for options.
Association Number	<F4> prompt to select the associated name. If name is not on the Select Name do an <F6> to create.
Attorney	Enter the attorney's bar number. <F4> prompt for options.
Appt/Ret	A if the attorney is court appointed, R if the attorney is retained.
Notices	"Y" if this person is to receive notices on this case, "N" if this name has been entered for informational purposes, and no notices are required.
Comment	Enter any comments regarding this party.
Alternate Type	The alternate name type, i.e. also known as (aka), doing business as (dba), etc. <F4> prompt for options.
Name	The name number of the party's alternate name. <F4> prompt to select the alternate name. If name is not on the Select Alternate Name screen, do an <F6> to create.
OR Mult Alt Names	"Y" on this field will allow you to add numerous multiple names for this person.

Data Entry for Edit Party

MITTSJ37 UCIKE1K Rel Jan03 Calhoun-JISP13DB01:P13PCSD06 6/13/03

Case: 2003 0300053501 DL REED Attorneys: Filed: 4/01/2003 Disposed: Reopened: Closed:

Name Nbr: 3295234 RODMAN, RANDY, WAYNE Party: JUV 1 JUVENILE Offense Date: 3/15/2003 Filed Date: 4/01/2003

Public: P Family: Y Service Type: Party Cat: Auth Date: Auth Jurist: Petitioner: Address Code: 3345563

Current Address: 1492 N. ALTA VISTA DR. City: BATTLE CREEK St: MI Zip: 48888

Phone: 269/969-5555 Ext: Gender: M DOB: 5/23/1989 Age: SSN: DLN: St:

Association Type: Attny: 10119 ALLEN, JOHN M. Appt/Ret: A Notices: Y

Cmt: Alt Type: Name: OR Mult Alt Names: _

F3=Exit F10=Name F13=Cnds F23=Cancel Init

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Enter in specific information regarding the petition, i.e. offense date (*required field*), service type, authorization date and jurist, as well as the petitioner. You may <F4> prompt on various fields to make your selections.

After you have entered all of the information regarding this party, press <ENTER> and the **Edit Juvenile** screen will be returned.

Field Definitions for Edit Juvenile Screen

File Number	Number assigned to the juvenile for that case type. This number is displayed on the tab of the file jacket.
Type	Juvenile's case type entered at case initiation.
Petition #	Increment number for that case (petition)
Family Number	Unique number that links the family members to this file. This is a required field. You may <F4> to create and/or select, or if you know the family number, you may enter it.
Worker	Type and number of the caseworker assigned to the file. <F4> prompt for options.
FIA Case	Family Independence Agency case number, if any.
School Name	School that the juvenile should attend, when placed at home.
Attending	School that the juvenile is attending, based on placement.
Grade	Current grade of the minor.
Insurance Info	Type of insurance, policy number, group number and expiration date of the minor's primary medical insurance coverage.
STATUS: Open	The date the juvenile's file was opened
Close	The date the juvenile's file was closed
Reopen	The date the juvenile's file was reopened
CURFEW Weekday	Curfew time for the juvenile during the week
Weekend	Curfew time for the juvenile on weekends
Lgl Sts	Supervision level of the juvenile/minor
Custody with	In court ordered placement and who placed with
Service type	Level of service for the juvenile by the court
Placement type	Type of place (e.g. with parent, out of home)
Begin & End Date	Date the placement began and ended

These fields are for informational purposes only. Any changes must come from the **Edit Event** screen.

Data Entry for Edit Juvenile & Family Number

Each Juvenile must be associated with a family number. To create and/or select the family number, do an <F4> prompt at the Family Number field

Once you prompt, the **Select the Juvenile's Family** screen will be displayed.

Family Name	Family Nbr
RODRIGUEZ, ARTEMIO,	27081
RODRIGUEZ, BECKY, ANN,	39019
RODRIGUEZ, EMMANUEL, E	36361
RODRIGUEZ, JACOB,	37717
RODRIGUEZ, MADISON,	37783
RODRIGUEZ, MARGARITA,	32478
RODRIGUEZ, REBECCA,	24826
RODRIGUEZ, TIMOTHY, WAYNE,	
RODRIGUEZ-ORTIZ, ALEJANDRO,	

Data Entry for Edit Juvenile & Family Number

<F6> to create will display the **Edit Family Member Details** screen

MITTSJ37 UCPHE1K Rel Jan03 Calhoun-JISP13DB01:P13PCSD06
 Edit Family Member Details 6/13/03

Case Type: DL Family: RODMAN, RANDY, WAYNE

Party Type: JUV
 Name: RODMAN, RANDY, WAYNE
 Comment: _____

Date Entered: 6/13/2003
 Family Member Status: A

Minor's name Family Name

F3=Exit F10=Name F13=Cmnds F16=Calc

Connected to remote server/host OSMLANS using port 23

If the *family name* is acceptable as displayed, press <ENTER> or you may make modifications to the family name and then press <ENTER>.

The **Select the Juvenile's Family** screen will again be displayed.

MITTSJ37 UCPTDFK Rel Jan03 Calhoun-JISP13DB01:P13PCSD06

MITTSJ37 UCPTDFK
 Select the Juvenile's Family

Family Name
RODMAN, RANDY, WAYNE

1=Select 2=Change 4=Delete 5=Display Entire Family

Family Name	Family Nbr
RODMAN, RANDY, WAYNE	39153
RODRIGUEZ, ARTEMIO,	27081
RODRIGUEZ, BE...	29019

Connected to remote server/host OSMLANS using port 23

Data Entry for Edit Juvenile & Family Number

Select the Juvenile's family by placing a "1" next to the name

MITTSJ37 UCIUE1K Rel Jan03 Calhoun-JISP13DB01:P13PCSD06

MITTSJ37 UCPTDFK

Select the Juvenile's Family

Family Name
RODMAN, RANDY, WAYNE

1=Select 2=Change 4=Delete 5=Display Entire Family

Family Name	Family Nbr
1 RODMAN, RANDY, WAYNE	39153
— RODRIGUEZ, ARTEMIO,	27081
— RODRIGUEZ, BECKY, ANN,	39019
— RODRIGUEZ, EMMANUEL, E	36361
— RODRIGUEZ, JACOB,	37717
— RODRIGUEZ, MADISON,	37783
— RODRIGUEZ, MARGARITA,	32478
— RODRIGUEZ, REBECCA,	34826
— RODRIGUEZ, TIMOTHY, WAYNE,	34173

F3=Exit F6=Create
Record added.

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Once you have selected the family name, press **<ENTER>** again and you will be returned to the **Edit Juvenile** screen.

MITTSJ37 UCIUE1K Rel Jan03 Calhoun-JISP13DB01:P13PCSD06

Edit Juvenile 6/13/03

Name: RODMAN, RANDY, WAYNE DOB 5/23/1989 Age: 14 Crt: F 37 13
File Nbr: 2003 0000000535 Type: DL Petition #: 1 Family Nbr: 39153
Worker: — FIA Case: —

School-Home: — Attending: — Grade: — Microfilm: —
Ins-Type: — Policy: — Group No: — Expire Date: —
Ins Service Code: — Medicaid ID: — Date: —

STATUS: Open: 4/01/2003
Close:
Re-Opened:

CURFEW: Weekday: /Weekend:

Make note that the Family Number has been added.

Connected to remote server/host OSMILANS using port 23 \\SCAO\1N65QLS on Ne03: 3:48 PM

Data Entry for Edit Juvenile, continued

MITTSJ37 UCIUE1K Rel Jan03 Calhoun-JISP13DB01:P13PCSD06
Edit Juvenile 6/13/03

Name: RODMAN, RANDY, WAYNE DOB 5/23/1989 Age: 14 Crt: F 37 13
File Nbr: 2003 0000000535 Type: DL Petition #: 1 Family Nbr: 39153
Worker: W 97099 BURCH, BEVERLY FIA Case: .

School-Home: BCC Attending: BCC Grade: 9 Microfilm: .
Ins-Type: . Policy: . Group No: . Expire Date: .
Ins Service Code: . Medicaid ID: . Date: .

STATUS: Open: 4/01/2003
Close: .
Re-Opened: .

CURFEW: Weekday: /Weekend: .

Lgl Sts: . Service Type: *None
Custody: NO with: . Begin Date: .
Placement Type: . End Date: .

F3=Exit F10=Name F13=Cmnds F16=Calc

Connected to remote server/host OSMLANS using port 23

Once you have entered all pertinent information, press **<ENTER>**. The **Select Party Name** screen will once again be returned.

MITTSJ37 UCMMDFK Select Party Name

Type options, press Enter.
1=Select 2=Change 5=Display C=Cases

Name: A, .

Name	Gender	DOB	SSN
A, D,		8/04/1978	
A, E,		9/24/1978	
		6/01/1978	

Create Additional Parties for Select Party Name

NAME DOES NOT EXIST

MITTSJ37 UCF1DFK Rel Jan03 Calhoun-JISP13DB01:P13PCSD06

MITTSJ37 UCMMDFK

Select Party Name

Type options, press Enter.
1=Select 2=Change 5=Display C=Cases

Name: RODMAN, A

Name	Gender	DOB	SSN
A, D.		8/04/1978	
A, E.		9/24/1978	
A, H.		6/01/1979	
AAA ABSOLUTE BONDING,,			
AAA,,			
AABERG, FRED.			
AABERG, FRED.			
AAGAARD, OTTO, MUNK			

F3=Exit F6=Create

Step #1

Search for name by entering
LASTNAME/FIRSTINITIAL and
press **<ENTER>**

Step #2

Name is not on the name index
then **<F6>** to create name.
Edit Name screen will be
returned.

MITTSJ37 UCF1DFK Rel Jan03 Calhoun-JISP13DB01:P13PCSD06

MITTSJ37 UCMMDFK

Select Party Name

Type options, press Enter.
1=Select 2=Change 5=Display C=Cases

Name: RODMAN, A

Name	Gender	DOB	SSN
RODMAN, RANDY, WAYNE	M	5/23/1989	
RODMAN, SARAH, SUZANNE,,	F	8/01/1957	
RODNEY RARICK			
RODOCK, GARY,			
RODOCK, GARY,			
RODOCK, GARY,			
RODRIGUEZ, ROSARIO,			
RODRIGUEZ, ARTEMIO,	M	8/13/1984	

F3=Exit F6=Create

MITTSJ37 UCC6E1K Rel Jan03 Calhoun-JISP13DB01:P13PCSD06

Edit Name

Name: RODMAN, ANNA Adoption Name: N

Company: N

Gender: E Female Race: WA White American

SSN: 8701/1963 Age: 39 Date of Death:

DLN: St:

Address: 1492 N. ALTA VISTA DR.

City: BATTLE CREEK St: MI Zip: 48888

Phone: Ext:

Fax:

SID#: NCIC#:

F3=Exit F10=Name F13=Cmnds F16=Calc

Step #3

Enter all known information for
this person, then press
<ENTER>. The **Select Party**
screen will be returned

continued →

Create Additional Parties for Select Party Name

Step #4

Select the name by placing a "1" next to the party's name and press **<ENTER>**. The **EDIT PARTY** screen will be returned

Step #5

Make any necessary modifications to the screen.

If you want this party to be added to the Juvenile's Family File, change the Family Field to "Y".

Press **<ENTER>**. The **Select Party** screen will be returned.

REMEMBER

You can **<F4>** prompt on certain fields to make your selections

Step #6

This party has successfully been added to the juvenile's case (petition)

Create Additional Parties for Select Party Name

NAME EXISTS

Step #1

Search for name by entering LASTNAME/FIRSTINITIAL and press **<ENTER>**. The name is already on the Name Index.

Step #2

Verify the name and address information by entering a "5" and **<ENTER>** to display the name and address information. You may also do a "C" for cases to view the cases associated with this name.

Step #3

If the information is correct, **<F3>** to exit. If you need to change any information relating to this individual **<F3>** from this screen, then "2" and **<ENTER>**, make necessary changes, press **<ENTER>**, then **<F3>**. You will return to the **Select Party Name** screen.

continued →

Create Additional Parties for Select Party Name

MITTSJ37 UCF1DFK Rel Jan03 Calhoun-JISP13DB01:P13PCSD806

MITTSJ37 UCMMDFK Select Party Name

Type options, press Enter.
1=Select 2=Change 5=Display C=Cases

Name: PETERSON, D

Name	Gender	DOB	SSN
1 PETERSON, DARREL,			
- PETERSON, DARRELL,			
- PETERSON, DELORES,			
- PETERSON, DERRICK,		3/09/1991	
- PETERSON, DONNA,			
- PETERSON, DONNIE, BRANDON		4/29/1992	
- PETERSON, DOROTHY, L.	U		
- PETERSON, DOUGLAS, LLOYD,			

F3=Exit F6=Create

Step #4

Select the party to be added to the case by placing a "1" next to the name and press **<ENTER>**. The **EDIT PARTY** screen will be returned.

Step #5

Make any necessary modifications to the **Edit Party** screen.

If you want this party to be added to the Juvenile's Family File, change the Family Field to "Y".

Press **<ENTER>**. The Select Party screen will be returned.

MITTSJ37 UC1KE1K Rel Jan03 Calhoun-JISP13DB01:P13PCSD806

Edit Party

Crt: F 37 13
Case: 2003 0300053501 DL RANDY RODMAN
REED Attorneys: ALLEN
Filed: 4/01/2003 Disposed: Reopened: Closed: Open

Name Nbr: 3227710 PETERSON, DARREL,
Party: NE 1 NATURAL FAT
Public: P Family: Y
Current Address: 246 WINTER ST. Address Code: 3278038

City: BATTLE CREEK St: MI Zip: 49015
Phone: 616/962-7658 Ext: Gender: DOB: Age:
SSN: DLN: St:

Association Type: Attny: Appt/Ret: Notices: Y
Cmt: OR Mult Alt Names: -

F3=Exit F10=Name F13=Cmts F16=Calc F19=Addr@File F21=Alt Names

Step #6

This party has successfully been added to the juvenile's case (petition)

MITTSJ37 UCF1DFK Rel Jan03 Calhoun-JISP13DB01:P13PCSD806

MITTSJ37 UCMMDFK Select Party Name

Type options, press Enter.
1=Select 2=Change 5=Display C=Cases

Name: PETERSON, DARREL,

Name	Gender	DOB	SSN
1 PETERSON, DARREL,			
- PETERSON, DARRELL,			
- PETERSON, DELORES,			
- PETERSON, DERRICK,		3/09/1991	
- PETERSON, DONNA,			
- PETERSON, DONNIE, BRANDON		4/29/1992	
- PETERSON, DOROTHY, L.	U		
- PETERSON, DOUGLAS, LLOYD,			

F3=Exit F6=Create

Continue adding parties to the petition by following the previous steps. When you have completed the data entry for all parties for this case, press **<F3>** from the **Select Party** screen. The **Edit Charge** screen will be returned.

Field Definitions for Edit Charge Screen

MITTSJ37 UCKME1K Rel Jan03 Calhoun-JISP13DB01:P13PCSD06
Edit Charge 6/13/03

Crt: F 37 13
Case: 2003 0300053501 DL RANDY RODMAN Open
REED Attorneys: ALLEN
Filed: 4/01/2003 Disposed: Reopened: Closed:
Count: 1 Prosecutor Count: ____

Charge A/S/C
Original: _____
Current: _____
Notice: _____

Speed: ____ Allowed: ____ SOS Code: ____ Effective Date: _____

Cmt: _____

F3=Exit F10=Name F13=Cmnds F16=Calc F23=Cancel Init

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Case	Case number associated with this count
Filed	Date the case was filed
Disposed	Date the charge was disposed
Reopened	Date the case was reopened
Closed	Date the case was closed
Count	Charge number for this offense (system assigned)
Prosecutor Count	Taken from Prosecutor Interface (when available)
Original Charge	Original PACC code for this charge (do not make an entry here unless you have made a mistake entering the charge).
Current Charge	The current charge for this case. May be modified if the count is changed.
Notice	State charge code for offense notices (obtained from PACC Warrant File)
A/S/C	A=Attempted; S=Solicited; C=Conspiracy
Speed	Rate of speed listed on the ticket/charge
Allowed	The speed allowed (e.g. posted speed limit is 35, therefore the ticket will read 55/35 - 35 would be entered in the allowed field)
SOS Code	The Secretary of State Offense Code used for abstracts (system assigned).
Effective Date	The effective date of the SOS code (system assigned).
Cmt	Any comments you want to make regarding this count.

Data Entry for Edit Charge

MITTSJ37 UCKME1K

Rel Jan03 Calhoun-JISP13DB01:P13PCSD06
Edit Charge 6/13/03

Crt: F 37 13
Case: 2003 0300053501 DL RANDY ROOM
REED Attorneys: ALLEN
Filed: 4/01/2003 Disposed:

Count: 1 Prosecutor Count: _____

Charge _____ A/S/C _____

Original: _____
Current: 750356D
Notice: _____

Speed: _____ Allowed: _____ SOS Code: _____ Effective Date: _____

Cmt: _____

F3=Exit F10=Name F13=Cmnds F16=Calc F23=Cancel Init

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If you do not know the PACC code, you may do an **<F4>** prompt from the “*Current*” field and the **Select Offense by Description** screen will be returned.

MITTSJ37 UCKME1K Rel Jan03 Calhoun-JISP13DB01:P13PCSD06

MITTSJ37 UCNHDFK

Select Offense By Description

Type options, press Enter.
1=Select 2=Change 5=Display

Long Description:
RETAIL FRAUD

- RETAIL FRAUD - FIRST DEGREE	Offense: 750356C
Ordinance:	St Prefix: 750 Suffix: 356C
1 RETAIL FRAUD - SECOND DEGREE	Offense: 750356D
Ordinance:	St Prefix: 750 Suffix: 356D
- RETAIL FRAUD - THIRD DEGREE	Offense: 750356D4
Ordinance:	St Prefix: 750 Suffix: 356D4

F3=Exit F6=Create F17=By Offense

You may also search by offense number

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Data Entry for Edit Charge, continued

Once you have entered the first charge, press <ENTER>. The **Edit Charge** screen will be again be returned. Enter the PACC code for count two.

MITTSJ37 UCKME1K Rel Jan03 Calhoun-JISP13DB01:P13PCSD06
Edit Charge 6/13/03

Crt: F 37 13
Case: 2003 0300053501 DL RANDY RODMAN Open
REED Attorneys: ALLEN
Filed: 4/01/2003 Disposed: Reopened: Closed:

Count: 2 Prosecutor Count: ____

Charge A/S/C
Original: _____
Current: _____
Notice: _____

Continue entering all charges relating to this case (petition)

MITTSJ37 UCKME1K Rel Jan03 Calhoun-JISP13DB01:P13PCSD06
Edit Charge 6/13/03

Crt: F 37 13
Case: 2003 0300053501 DL RANDY RODMAN Open
REED Attorneys: ALLEN
Filed: 4/01/2003 Disposed: Reopened: Closed:

Count: 2 Prosecutor Count: ____

Charge A/S/C
Original: _____
Current: 750377A1D
Notice: _____

Speed: ____ Allowed: ____ SOS Code: ____ Effective Date: ____

Cmt: _____

F3=Exit F10=Name F13=Cmnds F16=Calc F23=Cancel Init

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When you have entered all charges, press <ENTER> , then <F3> and the **Edit Event** screen will be returned.

Field Definitions for Edit Event Screen

<F4> prompt is available for all fields unless indicated otherwise

Evt	Specific event code that is being entered into the system
Dte	Date of this event. System defaults to today's date. (Cannot <F4> on this field)
Plea	Used to indicate indicate the plea, if any, on each charge.
Dsp	Code to determine how the case (petition) was adjudicated. This information will be counted on caseload under "Method of Disposition".
Pgm/Rslt	Codes created to indicate results of a hearing regarding a case, or to indicate a specific program. Placing a "Y" next to this field will allow you to enter up to 999 programs and/or results.
Monetary	"Y" will take you to the Edit Monetary Orders screen to create financial orders.
Pty	The party that this event relates to.
Cnt	Specific count that this event relates to. This field is often used for pleas or when disposing cases, as it allows you to be count specific when entering dispositions.
Attny	Attorney who was at the court hearing or who is filing a document.
Jur	Jurist who handled the hearing or who signed the order. This field will default to the jurist assigned to the case
Due Dte	Date that the next filing is due. Primarily used in Probate and Circuit Court.
Cmt	Field that allows the user to type any comments. These comments will display on the Register of Actions. <F14> will allow entry of up to 999 lines of text.
Form	Form type (e.g., CC, JC, PC, MC, etc.,) and form number that you are creating. This will automatically take you to form processing when you press <ENTER>.
Register	
Receipt	
Amount	

Field Definitions for Edit Event Screen, continued

Legal Status: _____		Curfew Time: Weekday: _____ /Weekend: _____	
Placement: Type: _____		Custody: N Begin: _____ End: _____	
Facility: _____		Spec Rate: _____ Pty: _____ No Charge: _____	
Schedule Next Action:			
Next: _____		Date: _____ Time: _____ Jur: _____ Ctrm: _____	
Cmt: _____			
F3=Exit F10=Name F13=Cmnds F14=More Comments F16=Calc F20=Bonds auth dt0 case2003 0300053501 partyJUV 1			

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<F4> prompt is available for all fields unless indicated otherwise

Legal Status	Indicates the supervision level for the child. This field will be counted in caseload under "Juveniles in the System" or "Children in the System".
Curfew Time	Weekday: Time the juvenile must be home (normally Sunday night through Thursday night are considered weekdays). Weekend: Time the juvenile must be home (normally Friday night and Saturday night are considered weekends). (Cannot <F4> on this field)
Placement	Type: Description of the type of placement the child has been placed at. (e.g., PHP = Place in Home of Parent; PFF = Placed in Foster Care, FIA Supervision). Custody: Flag to indicate if the child is in court ordered out-of-home placement. "Y" indicates that the minor is in placement, "N" indicates the minor is placed with a parent. Begin: Date (actual date placed) the placement began. End: Date (actual date removed) the placement ended.
Facility	Facility Number for that juvenile/minor's placement, if in out-of-home placement. This number is often assigned by the state.
Spec Rate	The rate, if different from the normal facility rate. (i.e., if the normal facility rate is \$150.00 per day, but due to difficulty of care, the rate is \$160.00 per day, then enter \$160.00 in this field).
Pty	Party type of the placement if the juvenile/minor is not being placed in a facility e.g. NM to indicate natural mother.
No Charge	Flag that indicates if the court is not responsible for paying for this out-of-home placement (i.e. FIA is paying for the placement).
Schedule Next Action:	Next: Hearing type being scheduled. Date: Date the hearing is scheduled for. Time: Time the hearing is scheduled for, followed by A (a.m.) or P (p.m.). Jur: Judge/referee/clerk scheduled to hold the hearing. This field will default to the jurist assigned to the case, but you may override this field with a different jurist. Courtroom Courtroom location for this hearing. System will default to the assigned jurist/referee courtroom, but you may override this field with a different courtroom location.
Cmt	Allows the user to type any comments regarding the next scheduled action.

Field Definitions for Edit Events, continued

There are several fields on this screen that are automatically filled in based on data entry from other screens and/or that are pertinent to event data entry

MITTSJ37 UCIXE1K Rel Jan03 Calhoun-JISP13DB01:P13PCSD06
Edit Event 6/13/03

Crt: F 37 13 Bond: Auth: Open
Case: 2003 0300053501 DL GKR RANDY RODMAN
Atty: ALLEN Worker: BURCH CVA
File: 4/01/2003 Dispose: Reopen: Close:

Edit Event ~ Header Field Definitions

Bond	Code that indicates the type of bond that has been set and the last action taken on the bond. Entered at Work with Bonds and Bond Actions screen.
Auth	Date that the case/petition was authorized for filing. Entered at the Edit Party screen or Edit Event screen with a result of AUT .
Open	This field will change based on the status of the case (petition) as entered on the Edit Event screen. If the case has not been adjudicated, it will display as Open . When the case has been adjudicated with a disposition, it will display as Adju . When the case is closed it will display as Clos .
Case	Case number that this event is being entered for.
Initials	Initials of the jurist assigned to this case. The jurist is entered on the Edit Criminal/Juvenile Case screen.
Name	Case entitlement. Entered on the Edit Party screen during <i>Case Initiation</i> or Edit Party when making a modification, or from the Edit Event screen.
Atty	Name of the attorney appointed or retained. Entered on the Edit Party screen during <i>Case Initiation</i> or Edit Party when making a modification, or from the Edit Event screen.
Worker	Name of the worker who has been assigned this case. Entered on the Edit Juvenile screen.
CVA, etc.	Used to assist users so they are aware when a case/charge is Crime Victim Assessable (CVA), Abstractable (ABS), requires Sex Offenders Registration (SOR), requires HIV Testing (HIV), requires DNA testing (DNA), and/or requires that fingerprints need to be sent for Criminal History Reporting (CHR)
File	The date the case/petition was filed with the court. Entered on Edit Criminal/Juvenile Case screen (filed date).
Dispose	Date the case/petition was adjudicated/disposed. This date is based on the event date entered with a disposing code used at the DSP field on the Edit Event screen.
Reopen	Date the case/petition was reopened. This date is based on the event date with the reopening event type (reopen event category) entered on the Edit Event screen.
Close	Date the case/petition was closed. This date is based on the event date with the closing event type (closing event category) entered on the Edit Event screen.

Data Entry for Edit Events

MITTSJ37 UCP4DFK
Select Event Type by Description

Category: **CRIM CRIMINAL**

Type options, press Enter.
1=Select 5=Display C=Event Cat

Description	Type	Eff Date	Inactive
ABSTRACT CREATED	ABST	1/01/1900	
ACKNOWLEDGEMENT OF P	ACK	1/01/1900	
ADD TO FILE	ATF	1/01/1900	
ADJOURNMENT ORDER RE	ADO	1/01/1900	
ADJOURNMENT WITH NXT	ADJ	1/01/1900	
ADJUDICATORY HEARING	ADH	1/01/1900	+

F3=Exit F1

STEP #1

<F4> Prompt on the event field. This will display the **Select Event Type by Description** pop-up window

STEP #2

Type the description of the event you are searching for and press <ENTER>.

MITTSJ37 UCP4DFK
Select Event Type by Description

Category: **CRIM CRIMINAL**

Type options, press Enter.
1=Select 5=Display C=Event Cat

Description	Type	Eff Date	Inactive
POLICE REPORT	PLR	1/01/1900	
POST TERMINATION REV	PTRV	1/01/1900	
PRE-TRIAL CONFERENCE	PTC	1/01/1900	
PRE-TRIAL HEARING	PTH	1/01/1900	
PRE-TRIAL ORDER	PTO	1/01/1900	
PRE-TRIAL STATEMENT	PTR	1/01/1900	
PRELIMINARY EXAMINAT	PRX	1/01/1900	+

F3=Exit F1

STEP #3

Next, select the event by entering a "1" next to the event description and press <ENTER>. The **Edit Event** screen will be returned.

MITTSJ37 UCP4DFK
Select Event Type by Description

Category: **CRIM CRIMINAL**

Type options, press Enter.
1=Select 5=Display C=Event Cat

Description	Type	Eff Date	Inactive
1 POLICE REPORT	PLR	1/01/1900	
POST TERMINATION REV	PTRV	1/01/1900	
PRE-TRIAL CONFERENCE	PTC	1/01/1900	
PRE-TRIAL HEARING	PTH	1/01/1900	
PRE-TRIAL ORDER	PTO	1/01/1900	
PRE-TRIAL STATEMENT	PTR	1/01/1900	
PRELIMINARY EXAMINAT	PRX	1/01/1900	+

F3=Exit F1

Data Entry for Edit Events, continued

MITTSJ37 UCIXE1K Rel Jan03 Calhoun-JISP13DB01:P13PCSD06
Edit Event 6/13/03

Crt: F 37 13 Bond: Auth: Open
Case: 2003 0300053501 DL GKR RANDY RODMAN
Atty: ALLEN Worker: BURCH CVA
File: 4/01/2003 Dispose: Reopen: Close:

Evt: PLR Dte: 04012003 Plea: Dsp: Pgm/Rslt: Monetary: _
Pty: JUV 1 Cnt: Attny: Jur: J 27878 Due Dte: _
Cmt: MSP COMPLAINT NUMBER 1254-93
Form: Register: Receipt: Amount:

Legal Status: Curfew Time: Weekday: /Weekend: _
Placement: Type: Custody: N Begin: End: _
Facility: Spec Rate: Pty: No Charge: _

Schedule Next Action:
Next: Date: Time: Jur: Ctrm: _
Cmt: _

F3=Exit F10=Name F13=Cmts F14=More Comments F16=Calc F20=Bonds

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Continue to enter information as it pertains to this event, including any comments that you want added regarding this event entry and press **<ENTER>**. The **Edit Event** screen will again be returned.

Enter your next event and continue with entry until all events have been entered.

MITTSJ37 UCIXE1K Rel Jan03 Calhoun-JISP13DB01:P13PCSD06
Edit Event 6/13/03

Crt: F 37 13 Bond: Auth: Open
Case: 2003 0300053501 DL GKR RANDY RODMAN
Atty: ALLEN Worker: BURCH CVA
File: 4/01/2003 Dispose: Reopen: Close:

Evt: PET Dte: 04012003 Plea: Dsp: Pgm/Rslt: Monetary: _
Pty: JUV 1 Cnt: Attny: Jur: Due Dte: _
Cmt: _
Form: Register: Receipt: Amount:

Data Entry for Edit Events, continued

Schedule Hearing from the Edit Event Screen

STEP #1

Enter the event type. You may **<F4>** prompt to display codes.

STEP #2

Enter the next hearing type, hearing date in mmddccyy and time. You may **<F4>** prompt for the hearing type

STEP #3

Enter the jurist and courtroom, (if different than the jurist assigned to the case). The system will default to the jurist assigned to the case if left blank. You may **<F4>** for options. You may also add any comments regarding this hearing on the **Cmt** field, and then press **<ENTER>**.

Edit Event, continued

Once you have entered all of the events for this case <**F3**> to exit the screen. . The **Work with Events** screen will be returned.

MITTSJ37 UCFZDFK Rel Jan03 Calhoun-JISP13DB01:P13PCSD06
Work with Events 6/13/03
Next: ___ Case: 2003 0300053501 Court: E 37 13
DL RANDY RODMAN Open
Attorneys: ALLEN
REED Filed: 4/01/2003 Disposed: Reopened:
Type options, press Enter.
2=Change 4=Delete 5=Display F=Form M=Monetary P=Program/Results S=Sentence

Date:	Evt#	Event	Cnt	Pty	Attny	Jurist	Receipt	Amount
4/15/2003	4	NOH		JUV	1	27878		.00
4/01/2003	3	PET		JUV	1	27878		.00
4/01/2003	2	PLR		JUV	1	27878		.00

MSP COMPLAINT NUMBER 1254-93
F3=Exit F6=Create F10=Name F13=Cmnds F16=Calc F17=Top F18=Bottom F21=Print

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You have successfully entered all of the case (petition) information for this delinquency petition